

2018 PRIORITY PERSONAL DAY ADMINISTRATION

PHOENIX I & M/BROADBAND

EFFECTIVE 3/7/18 THROUGH 12/31/18

- Each employee will be entitled to four (4) Priority Personal Days in 2018
- Priority Personal Days can be taken in four (4) hour increments. All thirty-two (32) hours can be taken in four (4) hour increments.
- Priority Personal Days can be taken as a Personal Day Not Paid (PDN) or as a Personal Day Paid (PDF)
- Demand days can be requested starting at 12p-4p, Monday thru Friday (Sat/Sun 12p-6:30p) one business day prior (excluding recognized Holidays as per contract). And requests can be made day of starting at 6am and must be requested prior to the start of the tour. **NO PAGES WILL BE RESPONDED TO BETWEEN THE HOURS OF 4P-5:59A.** When requesting demand time on the day prior starting at 12p, it will be the technician's responsibility to check to see if there is vacation time available on the vacation calendar.
- Requests for demand days must be made through the RAS demand pager at 877-474-9382. The RAS will be staffed 7 days a week. Requests will be granted on a first come, first serve basis. You will receive a call back within 20 minutes.

The following caps will be in place:

- 9 demand slots will be available Monday and Friday Phoenix Metro wide for I & M/Broadband
- 12 demand slots will be available Tuesday thru Thursday Phoenix Metro wide for I & M/Broadband
- 4 Demand slots on Saturdays for I & M/Broadband Phoenix Metro Wide
- No Demand days on recognized company holidays
- Demand Days will be capped on the following days:
 - November 28th (day after Thanksgiving)
 - I & M/Broadband 4 Demand slot Phoenix Metro Wide

In the event an employee experiences an urgent need (i.e. urgent childcare or medical situation) for time off after they have started their tour, the company will attempt to meet the employee's needs on a case by case basis. The field supervisor and the LRAC will collectively determine if the Company can accommodate the employee request.

The Company and the Union reserve the right to review these guidelines at any time. Discussion by the company and the union will take place prior to cancelling or minimizing slots due to increased customer needs. (i.e. Monsoon)

Pam Yagor 3/27/18
Union Representative Date

Debra Galt 4/24/18
Company Representative Date